

All grant applications submitted to a funding agency require a comprehensive and institutional review. The comprehensive review ensures that the research is within the mandate and adheres to the guidelines as specified by the funding agency. Institutional reviews ensure that you are in adherence with policies and procedures for research at Memorial University. It will also specify what resources the Academic Unit will commit if beyond the usual support you receive for being a researcher. Information for institutional review is available at <https://www.mun.ca/research/funding/grants/institutional-review.php>

### **Institutional Review Procedure for Tri-Agency Operating, Insight, and Discovery Grants**

CIHR OPP (Open Operating Grants)  
NSERC DG (Discovery Grants)  
SSHRC IDG (Insight Development Grants)  
SSHRC IG (Insight Grants)

#### **Procedure:**

#### **Optional but recommended**

1. **Review of grant by peer, preferably at MUNSON, with expertise in methodological or substantive area of research**
2. **Comprehensive Review by School of Nursing Grants Facilitator, Trina Butler**
  - a. **Faculty that intend to apply for a particular grant should give notice of their intent to apply, their research topic and the funding agency to which they are applying to the Grants Facilitator as soon as they begin working on the application.**
  - b. **Reviews the grant application to improve the chance of funding.**
  - c. **Should be submitted 10 working days prior to review by the Associate Dean (Research) School of Nursing. If application is not ready in full, then individual sections should be submitted when complete.**

#### **Mandatory according to University Guidelines**

3. **School of Nursing Review by the Associate Dean, Research, Karen Parsons**
  - a. **Faculty that intend to apply for a particular grant should give notice of their topic to the Associate Dean, Research as soon as they begin working on the application in order to expedite the internal review.**
  - b. **Reviews the grant application and ensures all institutional commitments are documented.**
  - c. **Signs on behalf of the School of Nursing.**
  - d. **Reviews the grant application to ensure that it meets institutional and agency requirements.**
  - e. **Signs on behalf of Memorial University of Newfoundland (MUN) and SUBMITS GRANT APPLICATION TO AGENCY.**
  - f. **The full applications should be submitted to the Associate Dean, Research, \* 5 working days prior to the funding Agency's external deadline to guarantee adequate time for review.**

**\*Based on application volume for some competitions this deadline may be adjusted. This will be communicated to researchers in advance**

## **Institutional Review Procedure for all other Grants**

All grants other than CIHR OPP, NSERC DG, SSHRC IDG, and SSHRC IG require the following 3 phase process with strict guidelines.

Procedure:

### **Optional but recommended**

1. Review of grant by peer, preferably at MUNSON, with expertise in methodological or substantive area of research
2. Comprehensive Review by School of Nursing Grants Facilitator, Trina Butler
  - Faculty that intend to apply for a particular grant should give notice of their intent to apply, their research topic and the funding agency to which they are applying to the Grants Facilitator as soon as they begin working on the application.
  - a. Reviews the grant application to improve the chance of funding.
  - b. Should be submitted 10 working days prior to review by the Associate Dean, Research, School of Nursing. If application is not ready in full, then individual sections should be submitted when complete.

### **Mandatory according to University Guidelines**

1. School of Nursing Review by the Associate Dean, Research, Karen Parsons
  - Faculty that intend to apply for a particular grant should give notice of their topic to the Associate Dean, Research as soon as they begin working on the application in order to expedite the internal review.
  - Reviews the grant application and ensures all institutional commitments are documented.
  - Signs on behalf of the School of Nursing.
  - The full applications should be submitted to the Associate Dean, Research, \* 5 working days prior to review by Research Grant and Contract Services, to guarantee adequate time for review.
2. Research Grant and Contract Services
  - Reviews the grant application to ensure that it meets institutional and agency requirements.
  - Signs on behalf of Memorial University of Newfoundland (MUN) and SUBMITS GRANT APPLICATION TO AGENCY.
  - Must be submitted to Research Grant and Contract Services according to their policy of at least 3 working days before the Agency's external deadline.

\*Based on application volume for some competitions this deadline may be adjusted. This will be communicated to researchers in advance